Job Aid: Contractor Scheduled Offering Registration

Tasks

- A. Determine Number of Available Seats in a Scheduled Offering
- B. Change Registration Status of Contractors in a Scheduled Offering

Task A: Determine Number of Available Seats in a Scheduled Offering

 Search for and Access in Edit Mode the Scheduled Offering record.



2. **Step 1**:

Click the Registration Tab of the Scheduled Offering.



3. Step 2:

View the **Registration Status** and determine the number of Enrolled Learners.



4. Step 3:

View the Registered Learners. Contractors ID's are prefixed with a "C-." Determine if any Civil Servants have a Pending Status and count them as Enrolled.



The total of Enrolled and Pending Civil Servants subtracted from the Maximum Registration number determines the remaining available seats.

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Maximum Registration: (1000,001)	10	
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Task B: Change Registration Status of Contractors in a Scheduled Offering

1. If Seats are available, you may enroll that number of Contractors into the Scheduled Offering and waitlist the remainders. If no seats are available, you must waitlist all Contractors.

Step 1:

(Assuming there is one seat available)

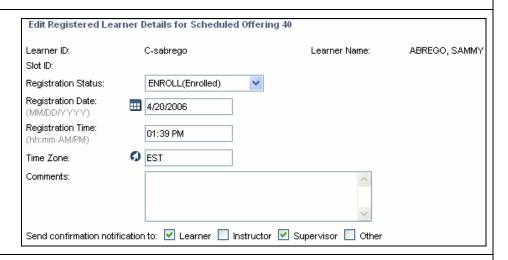
Below the Contractors Registration Status, Click **Edit**.



2. Step 2:

Check the **Learner** and Supervisor 'Send Confirmation Notification' Checkboxes.

Change the Registration Status to **Enroll (Enrolled)**.



Click the Apply Changes button. Apply Changes

4. Step 3:

Using the same process, place the remaining Contractors Pending Approval on the **Waitlist**:

SATERN Administrator Job Aid

Contractor Scheduled Offering Registration (ver.1)

	Below the Contractors Registration Status, Click Edit .	C-klaaron Aaron, Keresa L	PENDING (Pending) 4/20/2006 02:48 PM EST Edit	Account(s): Price (\$): Order Ticket: <u>Edit</u>	
5.	Step 4:	Edit Registered Learn	er Details for Scheduled Offering	ı 40	
	Check the Learner and Supervisor 'Send Confirmation Notification' Checkboxes. Change the	Learner ID: Slot ID: Registration Status: Registration Date: (MM/DD/YYYY) Registration Time: (hh:mm AM/PM) Time Zone: Comments:	C-klaaron WWAITLIST(Waitlisted) 4/20/2006 02:48 PM EST	Learner Name:	Aaron, Keresa L
6.	Registration Status to Waitlist (Waitlisted). Click the Apply Changes button.	Send confirmation notification to: ✓ Learner ☐ Instructor ✓ Supervisor ☐ Other Apply Changes			